From the creators
of PageMaker®

HomePublisher™

Aldus Home Publisher

User Guide

For use with Apple® Macintosh® Computers

BMAL03-94002

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1 Getting Started with Home Publisher

Welcome to Aldus Home Publisher, a simple yet powerful page-layout program. The program is easy to learn and use, and it provides many advanced layout capabilities.

Home Publisher is an Apple Macintosh software application. To use this program effectively you should understand the basics of operating your Macintosh, including clicking, dragging and using pull-down menus. If you are not familiar with Macintosh procedures, refer to your Macintosh user manual.

The topics covered in this chapter include the following:

- ☐ Home Publisher capabilities
- ☐ System requirements
- ☐ Installation instructions
- ☐ Starting Home Publisher
- ☐ Getting help on using Home Publisher features

Home Publisher Capabilities

Page layout is the process of arranging text and graphics on a page. With Home Publisher you can combine text and graphics from several different applications, and edit, move, and enhance these elements in ways that would be very difficult manually, and impossible with many other page layout programs.

With Home Publisher you can design and edit newsletters, brochures, advertisements, forms, posters, flyers, business cards and literally any other printed form of communication.

Using the latest in interface techniques, Home Publisher takes a unique approach. Whenever possible, the program provides you with a preview of what will happen to the elements of the publication before the requested actions take place. These previews give you the singular ability to know in advance that what you want is what you'll get.

System Requirements

- ☐ Any Macintosh with 2 megabytes of RAM
- ☐ System 6.0.3 and Finder 6.1 or later versions
- ☐ A hard drive and one 800k diskette drive
- ☐ Home Publisher is System 7 savvy

Installation Instructions

The Home Publisher application and its associated files are provided in compressed format on four disks. Please note that the files cannot be used until you decompress them using the Installer.

To install Aldus Home Publisher on a hard disk:

1 Close all open applications.

2 Insert Disk 1 into the diskette drive.

3 Double-click the Aldus Installer/Utility icon to open the Installer.

4 In the Aldus Installer Main Window, click the Install button. The Install Files dialog box appears.

5 In the Install Files dialog box, select the drive and the folder in which the files are to be installed.

Home Publisher is the name automatically assigned to the folder that will be created. You can change the name by typing a new name in the Install in Folder text box.

If the Install button is dimmed, disk space is insufficient to install Home Publisher: click Cancel to return to the Aldus Installer Main window; click Quit to return to the desktop; clear space on your hard disk by

removing files, then double-click the Aldus Installer/Utility icon again and perform the previous steps.

6. Click Install to proceed with the installation. You will be prompted to insert Disk 2, Disk 3 and Disk 4.

   When each of the disks has been read and the files decompressed, the installation process is complete. A folder containing the Home Publisher application and the files will have been created on your hard disk.

Starting Home Publisher

Start the program by double-clicking the Home Publisher icon.

The first time you use Home Publisher, you are asked to personalize your copy.

Getting Help on Home Publisher

Home Publisher offers help in several forms:

- ☐ *On-line Help* – Choosing Help from the Apple menu (or pressing Command-?) opens the Home Publisher Help dialog box: this provides help on many different topics.
- ☐ *Inactive Menu Help* – Trying to choose a dimmed (inactive) menu command opens a Help with Inactive Menus alert box that tells you why that command is not available to you at that time.
- ☐ *Balloon Help* – Available (if you're running System 7.0 or later) by choosing Show Balloons from the Balloon Help menu in the upper-right corner of the main menu.

2 Tutorial

The easiest way to learn about Home Publisher is to use it. This chapter helps you to do this by taking you step by step through the creation of a two-page newsletter. Follow this tutorial – it shouldn't take long – and you will quickly see how the program works and how you can use it to make your own publications.

The tutorial doesn't cover all the features of Home Publisher, but it will help you get started, and give you the confidence you need to experiment.

You don't have to create all the raw material for the newsletter yourself – everything you need (text and graphics) is in the Tutorial folder.

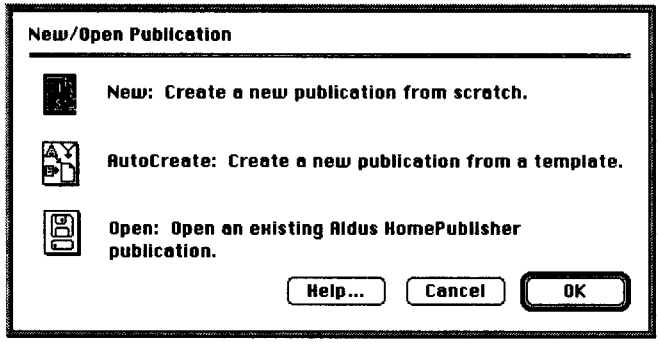
Starting a New Publication

To begin, proceed as follows:

1 Start Home Publisher by double-clicking its icon.

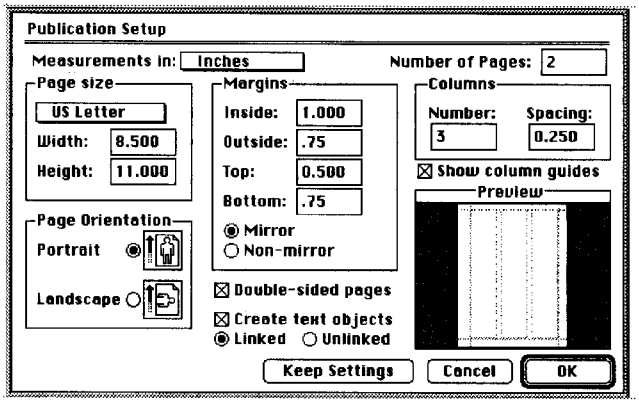
If Home Publisher is already running, close any publication you have opened and choose New from the File menu.

The New/Open Publication dialog box appears.



2 Click New: Create a New Publication from Scratch, and click OK. The Publication Setup dialog box appears. This enables you to specify the

overall structure of the new publication – the page size, the margins, the number of columns, and so on. You can change the settings at any time by choosing Publication Setup from the File menu.



3 Set the options in the Publication Setup dialog box as follows:

Number of Pages: 2

Create text objects: Selected: Home Publisher will create text objects to match the columns when it creates the pages.

Linked: Selected: all the text objects are linked together.

Double-sided pages: Selected: the publication is being set up for printing on both sides of the page.

Mirror: Selected: the margins on even-numbered pages are the mirror images of those on odd-numbered pages.

Margins: Enter .75, .75, 1, and .5 for the Outside, Bottom, Inside, and Top margins respectively.

Columns: 3

Spacing: .25

Show Column Guides: Selected

Page Size: US Letter

Page Orientation: Portrait

4 Notice how the Preview changes as you choose different options – experiment with different settings to see their effect, but, to continue with the tutorial, make sure that they are set as above. Click OK.

Home Publisher then displays a new, untitled publication. To see the full-page publication, choose View from the Page menu, then choose Size to Fit from the submenu.

5 Choose Save from the File menu. The Save As dialog box appears.

6 Enter Family Tree in the Save Publication As dialog box. Make sure that the Format Type is Home Publisher Publication. Click Save.

7 If you want to take a break, choose Quit from the File menu. If you have made changes since you last saved, you are asked if you want to save them: click Yes if you do, No if you don't, or Cancel to go back to the publication without quitting.

When you come back to the tutorial, start Home Publisher again, but choose Open: Open an Existing Home Publisher Publication in the New/Open Publication dialog box. Then, when the Open dialog box appears, select and open the publication Family Tree.

Laying Out Page One

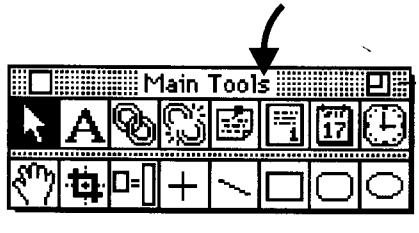
The first page of the newsletter will contain the masthead (the title of the newsletter), an identification (ID) line (with the volume number and publication date), the lead story, and the graphic that goes with it.

The masthead extends across the full width of the publication. You can see the whole page using the Size to Fit view, or you can enlarge it further using the Zoom Indicator – choose 75% (or larger, depending on the monitor you are using).

Moving, Resizing, and Closing Tool Palettes

Home Publisher has eight tool palettes available from the Tools menu. You can keep as many of them open as you need while you work. If they get in your way, you can move, shrink, or close any of them at any time.

☐ To move a palette, drag it by its title bar.



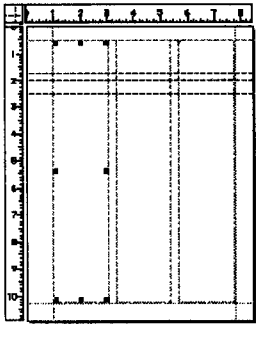
- ☐ To shrink a palette down to its title bar, click its zoom box.

- ☐ To display the full palette, click its zoom box again.
- ☐ To shrink or expand all palettes at the same time, press Option as you click the zoom box of one of them.

- ☐ To close a palette, click its close box.
- ☐ To close all palettes, press Option as you click the close box of one of them.
- ☐ To open a palette, choose the appropriate Show command from the Tools menu.

Resizing an Object

The page you set up for the newsletter has three columns extending from the top margin to the bottom margin. You need to make room for the masthead and ID line at the top.



1. Place the pointer on the horizontal ruler, press the mouse button, and drag a ruler guide down to 1.75". Repeat for 2" and 2.5". (A ruler guide is a dotted line (purple on a colour monitor) that you can drag from the vertical and horizontal rulers to help you align elements of the publication; they do not print. To remove a ruler guide, use the Selection Arrow to drag it back off the publication or into the ruler.)
2. With the Selection Arrow, click anywhere in the first text object (column) to select it. You will see eight handles on the selected object: one on each corner, and one in the middle of each side. These handles are used to resize the object.
3. Using the top centre handle, drag the top of the text object to the 2.5" ruler guide.
4. Resize the two other text objects in the same way.

Creating Text for the Masthead

To place or enter text in a publication, you first create a text object. You can do this in a number of ways: automatically, as you already did for the columns, or manually using the Rectangle Tool, the Text Tool, or the Link Tool.

In this case, use the Text Tool to create the masthead text.

A

1 Select the Text Tool from the Main Tools palette. Note that the pointer changes to an I-beam with a short horizontal line near the bottom: this is the text cursor. The intersection of the horizontal line and the I-beam is the starting point for drawing the text object.

2 Place the pointer at the top left of the print area (where the horizontal margin intersects with the vertical margin). Drag the pointer to the right margin at the 1.75" ruler guide. When you release the mouse button, the text object is created and a flashing vertical bar – the insertion cursor – appears in the top left of the object.

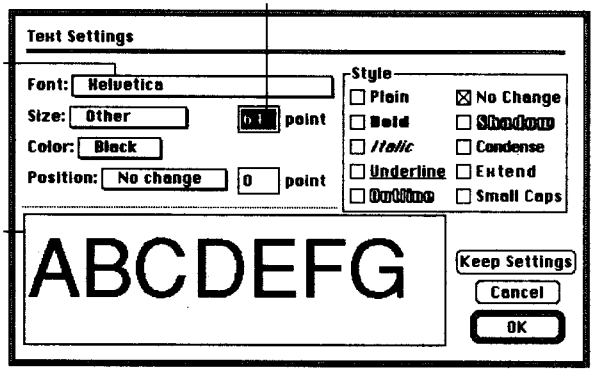
3 Set the font, size, and style of the text you will be entering: choose Text Settings from the Text menu. The Text Settings dialog box appears.

4 Set the options in the Text Settings dialog box as follows:

Font: Helvetica

Point: 64

Click OK



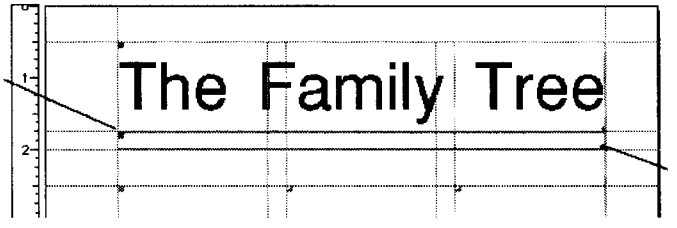
5 Type The Family Tree in the masthead text object. (If the text doesn't appear as you type, the object may be too small: Option-click the object with the Selection Arrow – the text object automatically expands to the minimum size necessary to display the text.)

6 Choose Forced Justify from the Alignment submenu of the Text menu. This makes the text flush with both left and right margins. (Note: Full Justify justifies every line of a paragraph except the last; Forced Justify justifies every line including the last.)

Typing and Formatting the ID Line

Insert the ID line as follows:

1 Create another text object for the ID line, in the same way as you created one for the masthead. This time it should extend from the left margin at 1.75" to the right margin at 2".



2 Choose the size and style of text for the ID line: in the Text Settings dialog box, specify 10 point Helvetica Bold.

3 Type VOLUME 1, NUMBER 1; press Tab; type SUMMER 1992.

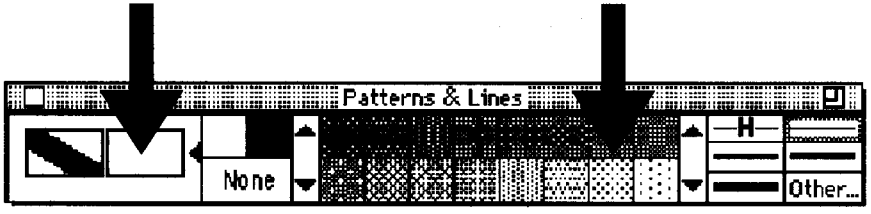
4 Set the tab positions so that the publication date is aligned with the right margin: choose Show Tabs Ruler from the Text menu. Clear the default tabs by clicking Clear Tabs. (You may have to drag the ruler to the left to do this. If you do, click Align to realign the ruler with the text.) Ensure that the insertion point is still in the ID text object, then choose Right from the Style pop-up list. Place the pointer in the area directly above the ruler tick marks, press the mouse button, and drag the tab to the right margin. Close the Tabs Ruler by clicking on its Close box.

Adding a Fill Pattern to Objects

Put a grey pattern behind the text in the ID line as follows:

1 Choose Show Patterns & Lines from the Tools menu. The Patterns & Lines palette is displayed.

2 Select the ID text object with the Selection Arrow. Click the Fill pattern indicator in the Patterns & Lines palette; select either of the last two grey patterns.



3 Click the zoom box in the title bar of the Patterns & Lines palette, and move it out of the way.

Placing Text

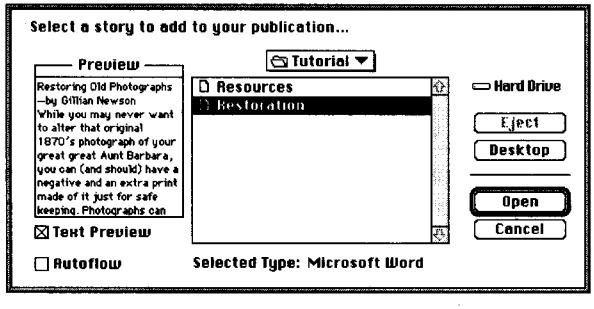
The three text objects that correspond to the three columns on page one were linked together automatically when the page was created. To enter text in these objects, you could select the Text Tool, click in the first text object, and type in the story directly. Alternatively, you can import files created in a word processor: you will find the word processor files for this newsletter in the Tutorial folder on your hard disk.

1 Choose Size to Fit from the Zoom pop-up, so that you can see the entire page.

2 Use the Selection Arrow to select the first column.

3 Choose Place Text from the File menu. The Place Text dialog box appears.

4 Select the file called Restoration in the Tutorial folder. You can preview the file (to verify that it is the one you want) by clicking Text Preview.


Select a story to add to your publication...
Preview
Restoring Old Photographs
—by Gillian Newson
While you may never want to alter that original 1870's photograph of your great great Aunt Barbara, you can (and should) have a negative and an extra print made of it just for safe keeping. Photographs can
Text Preview
Autoflow
Tutorial
Resources
Restoration
Hard Drive
Eject
Desktop
Open
Cancel
Selected Type: Microsoft Word

5 Click Open to place the text file and close the Place Text dialog box.

The story is placed in the selected text box, and, because the three text objects are linked, the story flows automatically into all three objects.

Creating a Headline

To spread the headline of the story across three columns, create another text object above the lead story and place the headline in it, as follows:

1 Create a text object in the same way as you created one for the masthead and ID line. This time it should extend from the left margin at 2" to the right margin at 2.5".

2 Use the Text Tool to select the headline Restoring Old Photographs.

3 Choose Cut from the Edit menu.

4 Click the I-beam in the new text object; choose Paste from the Edit menu.

Placing Graphics

Placing graphics in a publication is similar to placing text.

1 Choose Size to Fit from the pop-up Zoom Indicator.

2 Select the Selection Arrow from the Main Tools palette.

3 Choose Place Graphic from the File menu. The Place Graphic dialog box appears.

4 Select the file called Restoration Art in the Tutorial folder; select Graphic Preview to see the image before you open it.

5 Click Open to place the graphic in the publication and close the dialog box.

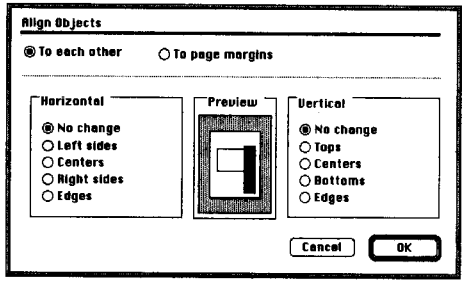
When you place a graphic like this, without first selecting an object, Home Publisher centres it in the publication window.

Aligning Objects

Move the graphic so that its top is aligned with the ruler guide at the 2.5" mark, and its right edge is aligned with the right margin. You can do this in a number of ways, but the quickest is to use the Align Objects dialog box:

1 Use the Selection Arrow to select the last text object on the right; then Shift-click the graphic. Both objects are now selected.

2 Choose Align Objects from the Objects menu. The Align Objects dialog box appears.



3 Select To Each Other, Right Sides, and Tops. The Preview shows how the selected objects will align based on the options you select. Note that the second object (the graphic) is aligned relative to the first (the text).

4 Click OK.

Wrapping Text Around an Object's Boundary

The graphic is now on top of the text, covering part of it. To cause the text to wrap around the graphic, proceed as follows:

1 Select the graphic with the Selection Arrow.

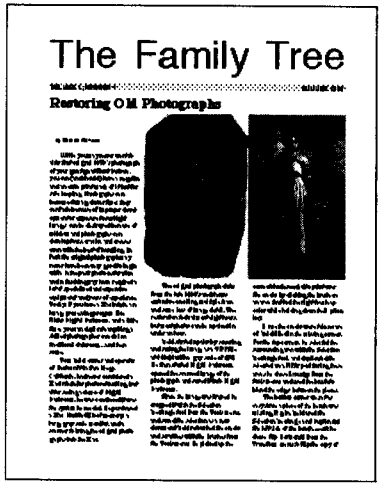
2 Choose Text Wrap from the Objects menu. The Text Wrap dialog box appears. Set options as follows:

Measurements In: Inches

Text Standoff from Object: .25

Rectangular Boundary of Object: Selected.

Click OK.



Page One is now complete: you will make some further changes later, but save it now: choose Save from the File menu.

Laying Out Page Two

The newsletter is designed so that the bottom half is used for the return address and a mailing label: the text and graphics are confined to the top half.

Unlinking and Linking Text Objects

1 Move to page two by placing the pointer on the Page Navigator; press the mouse button; drag to select page two.

2 Choose Size to Fit from the pop-up Zoom Indicator. Notice that, because you set up the publication with the text objects linked, the remaining text of the front-page story is shown on page two. (The black triangle at the bottom right of the last text object on page one indicates that there is additional text.)

3 You will see later how to make the page one story fit on the page. First, however, break the links between the page one text objects and those on page two. Select the Unlink Tool from the Main Tools palette, and click anywhere in the first, second, and third text objects.

4 Link the three text objects on page two together, so that the second story will flow from one to the next: select the Link Tool from the Main Tools palette, and click in succession in the first, second, and third text objects.

Using the Equals Tool

Resize the text objects to leave the bottom half of the page free for the mailing label: you can do this in the same way as you made room for the masthead on page one, or alternatively you can size the first object manually and use the Equals tool to make the other two the same, quickly and precisely.

1 Bring the bottom of the first text object up to the 4.75" mark.

2 Select the Equals Tool from the Main Tools palette, click anywhere in the correctly-sized object, and then click in the second and third objects.

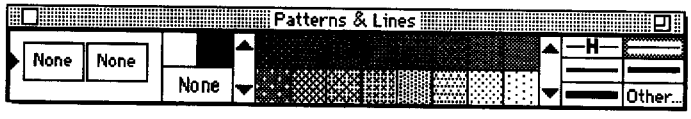
Next place the second story, Resources, in page two, as with the first story. It should flow across the three columns.

Place the graphic for page two, Resources Art, in page two. Use the Selection Arrow to drag the graphic and centre it over the middle text object. Since the graphic now hides parts of the text, you should wrap the text around the graphic.

Wrapping Text Around an Object's Shape

This time wrap the text around the object's shape, as follows:

1 With the graphic selected, choose Show Patterns & Lines from the Tools menu. Click the Fill pattern indicator, and click None; click the Line pattern indicator, and click None.



2 Choose Text Wrap from the Objects menu, and choose Actual Shape of the Object.

Next create the headline for this story:

1 Resize the first two text objects to make room for the headline: move their top edges down to the 1" mark.

2 Create a new text object by dragging the Text Tool from the top left margin to the right margin of the second text object 1" down.

3 Cut and paste the headline text Researching the Family Tree into this object.

4 Delete the space above the author's name: place the I-beam in the text object above the name, double-click the mouse button to select the space. Press Delete.

Next create a text object for the return address, and type in the information, as follows:

1 Scroll to the left margin near the middle of the page.

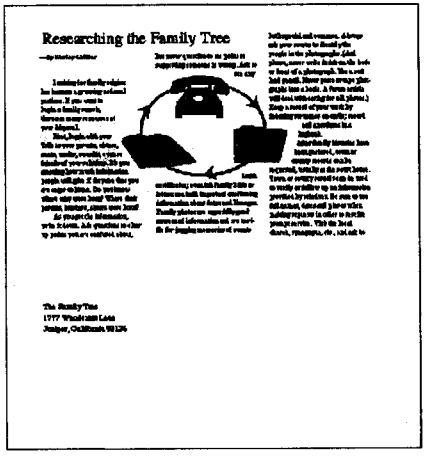
2 Drag the Text Tool from the left margin at the 6" vertical mark to the 4" horizontal mark and the 7" vertical mark.

3 Type:

The Family Tree
1777 Woodcrest Lane
Juniper, California 92126

Press Return at the end of each line.

4 This text should be in 12-point Times bold. While the insertion cursor is in the object, choose Select All from the Edit menu. Then, from the Text menu, choose Times from the Font submenu, 12 from the Size submenu, and Bold from the Style submenu.



Copy Fitting Text

Remember that the page one story did not fit completely on the page. There are a number of ways of making it fit: you can edit the text, or change the point size, the space between words, the space between lines or paragraphs, and so on. Home Publisher makes it easy:

1 Move to page one of your publication.

2 Choose Size to Fit for the view size.

3 With the Text Tool, click anywhere in the text of the story.

4 Choose Copy Fit from the Text menu.

The publication is now complete. Save it.

Printing the Publication

1 Select the correct printer (from the Chooser). Choose Page Setup from the File menu. A Page Setup dialog box specific to the printer appears.

2 Make the selections appropriate to your printer and click OK.

3 Choose Print from the File menu. The Print dialog box depends on the printer you have selected. Select the options you want and click OK.

You can now admire your work!

Quitting from Home Publisher

To quit Home Publisher, choose Quit from the File Menu.

Moving On

This tutorial has given you a quick overview of some of the Home Publisher features, and you should now be able to start creating your own publications. The chapters that follow give you more details, and you can refer to them whenever you need. Be sure to read Chapter 9, AutoCreate Templates, for information on the powerful AutoCreate process, which offers you shortcuts for creating many of the most common types of publication.

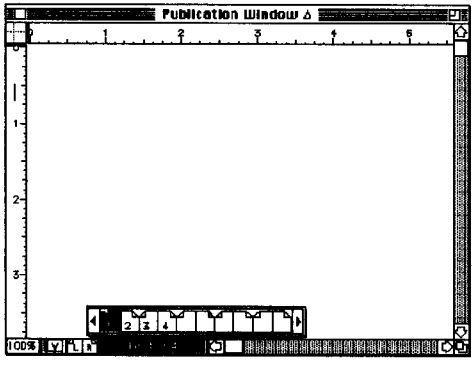
3 Home Publisher Basics

This chapter introduces some of Home Publisher's main concepts.

The Home Publisher Environment

The Publication Window

When you start Home Publisher, the publication window is displayed. This window displays one or two pages from your publication at a time. You work with this window as you would with any other standard Macintosh window.



To use double-sided or facing pages: Choose Publication Setup from the File menu and check Double Sided Pages.

To 'turn' pages: Use the Page Indicator. You can also use the Go To Page command from the Page menu or the command keys to turn pages.

To change the rulers' unit of measurement: Choose Preferences from the Options menu.

To position ruler guides : See Chapter 6 - Working With Objects.

To change the zero point on the ruler: Use the Zero-Point icon.

To reduce or enlarge the page view: Position the cursor on the zoom indicator at the bottom left of your screen and drag it to choose the size. Choose View

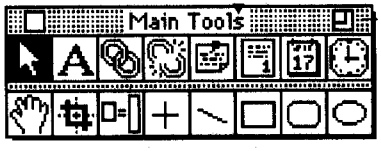
from the Page menu and select the zoom level at which you wish to view your page. Home Publisher gives you five levels of zoom. (By default, Home Publisher starts each publication in the Actual Size view.)

Tool Palettes

Home Publisher has eight tool palettes, available from the Tools menu:

- ☐ Main Tools
- ☐ Patterns & Lines
- ☐ Spot Colours
- ☐ Image Controls
- ☐ Workbook
- ☐ Link Navigator
- ☐ Movie Navigator
- ☐ Additions

These palettes float on top of the active publication window. When you first start Home Publisher, the Main Tools palette is displayed.



To move, collapse, display & close palettes: See Chapter 2 – Tutorial.

To capture a palette's position for startup: Choose Capture Defaults from the Options menu.

Objects in Home Publisher

Within Home Publisher, objects are the building blocks for page layout.

There are six types of objects in Home Publisher:

- ☐ Plain
- ☐ Text

- ☐ Graphic
- ☐ Page number
- ☐ Date
- ☐ Time

See Chapter Six – Working with Objects for further details.

In Home Publisher you create and link text objects and flow text into them. Each group of linked text objects is called a *story chain*. Each time you create a text object, Home Publisher considers it a separate story chain.

Use the Name Story command from the Options menu to give each story chain a name.

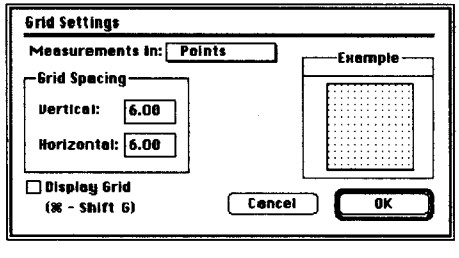
Home Publisher uses indicators, called Link Indicators, to indicate how text flows through a story chain. These are located in the upper-left and lower-right corners of each text object.

Home Publisher's Grid System

When you first start Home Publisher, a grid is set up for you at .25 inches for the horizontal measurement and .25 inches for the vertical measurement.

You can display the grid on screen by choosing Grid Settings from the Page menu and clicking the Display Grid option.

The Grid Settings dialog box also enables you to change the grid size and to set up aligment rules for designing your publication.



Preferences and Defaults

You can configure Home Publisher to suit your needs. Use the following options:

- ☐ Preferences: This command opens the two Preferences dialog boxes which allow you to set options for startup and work sessions; use the Next and Previous buttons to move between them.
- ☐ Capture Defaults: This command captures the settings of various menu commands and dialog boxes so that they are used as the default values each time you start up Home Publisher.
- ☐ Keep Settings Button: To capture Publication Setup options or Text Settings options, choose the options you want in the appropriate dialog box and click the Keep Settings button.

The options you choose in the Preferences dialog box, the defaults you capture with Capture Defaults, and the settings you keep with the Keep Settings button, are stored in a file named *Home Publisher Prefs*. This file is initially stored in a folder named *Home Publisher Pouch*. You can rename the Home Publisher Prefs file if you want to create more than one set of program settings.

Online Help

You can get further details on the following topics in online help:

- ☐ Additions
- ☐ Capture Defaults
- ☐ Edit Menu
- ☐ File Menu
- ☐ Floating Palettes
- ☐ Grid
- ☐ Home Publisher Pouch
- ☐ Image Control Palette
- ☐ Link Navigator

- ☐ Main Tools Palette
- ☐ Movie Navigator
- ☐ Object Info
- ☐ Options Menu
- ☐ Page Menu
- ☐ Patterns & Lines Palette
- ☐ Preferences
- ☐ Publication Setup
- ☐ Publication Window
- ☐ Rulers and Guides
- ☐ Spot Colours Palette
- ☐ Story Chain
- ☐ Tools Menu
- ☐ Workbook
- ☐ Working with Objects

4 Working with Publications

An entire Home Publisher document is called a *publication*. In this chapter you will learn how to:

- ☐ Create a new publication from scratch
- ☐ Create a new publication based on a template
- ☐ Open an existing publication
- ☐ Add and remove pages
- ☐ View pages
- ☐ Move within a publication
- ☐ Save and close a publication
- ☐ Use background pages

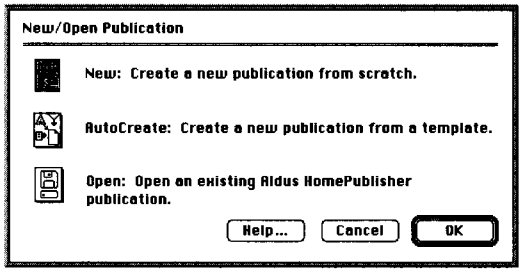
Creating a New Publication

All new publications are created using either the *AutoCreate* or the *New* option. If Home Publisher is not open, start the program by double-clicking the Home Publisher icon. If the program is already running, close any publication you have opened and choose New from the File menu.

- ☐ *New: Create a new publication from scratch* – With this option you manually set the page and paper size, margins, number of pages and columns, and then lay out your text and graphics. These settings can be changed later by choosing Publication Setup from the File menu.
- ☐ *AutoCreate: Create a new publication from a template* – This option helps you to assemble text and graphics using either one of the professionally designed layouts supplied with the program or a layout you previously created yourself.

Opening an Existing Publication

To open an existing publication, choose the Open command from the File menu, or Open from the New/Open Publication dialog box.



Adding and Deleting Pages

To add new pages, either at the end of your publication or after the current page, choose Add Pages from the Page menu.

Rather than adding pages manually, you can use the Autoflow feature: this automatically adds as many pages as necessary to the end of your publication.

To delete a page, choose Delete Page from the Page menu.

Viewing Pages

By default, Home Publisher displays pages at 100% magnification. To change the magnification level, choose View from the Page menu or click on the Zoom Indicator & Selector at the lower left of the publication window.

Moving within a Publication

To move within a publication, choose Go To from the Page menu or click on the Page Navigator at the lower left of the publication window.

Saving a Publication

To save a publication, choose either Save or Save As from the File menu. When Save As is chosen, the Save As dialog box appears. This allows you to:

- ☐ Name or rename a publication
- ☐ Export a story (that is, save a story separately from the publication)
- ☐ Save a page as a PICT file
- ☐ Save a publication as an AutoCreate template

The Revert To Last Saved command, also on the File menu, allows you to return to the previously-saved version of the publication. You cannot undo this command.

The Save Publication Reminder

This feature reminds you when you've made changes but haven't saved your publication recently. You set the Save Publication Reminder using Preferences from the Options menu.

Closing a Publication

To close a publication, choose CLOSE from the File menu, or click the close box in the upper left corner of the publication's title bar.

Online Help

For further details on publication basics, see the following online help topics:

- ☐ Creating a Publication
- ☐ Moving within a Publication
- ☐ Opening, Closing and Printing
- ☐ Publication Setup
- ☐ Saving
- ☐ Viewing a Publication

5 Working with Background Pages

If your publication will have many pages with the same elements on each page – such as headers, footers, borders, page numbers, logos and other design elements – you can create one or a pair of background pages to contain items that you want to repeat on every page.

In this chapter you will learn how to:

- ☐ Create and view background pages
- ☐ Control the display of background items

Creating and Viewing Background Pages

If you create a single-sided publication, Home Publisher automatically creates a right-hand background page for it. You can display this background page by clicking on the Right Background Page icon at the lower left of the publication window.

If you create a double-sided publication, left and right background pages are automatically created. You can view these pages, one at a time, by clicking on the Left or Right Background Page icon at the lower left of the publication window.

You can work with a background page just as you would with any other page of your publication: any text or graphics that you place appears on every right or left hand page of your publication.

To return from a background page to the regular pages of your publication, use the Page Navigator or choose Go To Page from the Page menu.

Using Background Pages

Typical applications of background pages include the following:

- ☐ *Headers And Footers*: To include headers or footers in your publication, use the Text tool to add a text object to one or both background pages.
- ☐ *Repeating logos:* To include a graphic object on every page, use the Graphic tool, or the Place Graphic command from the Page menu. This adds a graphic object to one or both background pages.

- ☐ *Automatic Page Number:* To add page numbers to your publication, use the Page Number tool to place a page number on each background page. A range of number formatting and alignment options is available.

- ☐ *Automatic Dates And Times:* To include the date and/or time on each page of your publication, use the Date and Time tools. Home Publisher automatically updates the date and time automatically. To change the date or time format, choose Date & Time from the Options menu.

Displaying/Hiding Background Items

You may not want the items on background pages to be displayed or printed for some pages in your publication. To hide them for a particular page, choose Display Page Background Items from the Page Menu to remove the check mark from the command. You can include some but not all of the background items by first hiding them all, and then copying the ones you want using the Copy and Paste commands from the Edit menu.

Online Help

For further details of background pages, see the following online help topics:

- ☐ Background Pages
- ☐ Page Number Tool
- ☐ Page Numbering

6 Working with Objects

Home Publisher uses *objects* as the building blocks for page layout. This chapter identifies the objects defined in Home Publisher and describes the types of operations you can perform on them.

Object Types

- ☐ Plain objects: Objects created with drawing tools (line, rectangle, rounded rectangle, oval)
- ☐ *Text objects:* Objects created with the Text or Link tool
- ☐ *Graphic objects:* Objects containing placed graphics
- ☐ *Page number objects:* Objects created with the Page Number tool
- ☐ *Date objects:* Objects created with the Date tool
- ☐ *Time objects:* Objects created with the Time tool

Inserting Text in an Object

You can add text to an object in two ways: directly, by typing from the keyboard; or by loading a word-processed file into it with the Place Text command on the File menu. See Chapter 7 for specific details on working with text and text objects in Home Publisher.

Inserting Graphics in an Object

You can add a graphic to an object by loading a graphic file into it with the Place Graphic command on the File command. See Chapter 8 for specific details on working with graphics and graphic objects in Home Publisher.

Once you have created an object, you can perform a range of operations on it, as described below.

Moving Objects

Moving an object on the same page

To move object on the same page, drag it to a new location. Or specify an exact location for the object in the Object Information dialog box (choose Object Info from the Objects menu). You can move an object one pixel at a time with the Nudge command on the Objects menu.

Moving an object to a different page

To move or copy an object from one page to another, use the standard Macintosh cut, copy and paste techniques.

Copying Objects

Duplicating an object

If you want to duplicate an unlinked text or graphic object on the same page, use the Selection Arrow to select the object and choose Duplicate from the Edit menu.

Replicating an object

To create many copies of an object, choose Replicate from the Edit menu. A number of options are available to create interesting and decorative effects.

Scaling an Object

You can resize an object by dragging its handles, or you can specify an exact size for the object in the Object Information dialog box (choose Object Info from the Objects menu). When you size a text object, you reduce or increase the amount of text displayed. If the object is linked to another text object, Home Publisher flows any remaining text accordingly through that story chain.

Rotating an Object

To rotate an unlinked text or graphic object to any required angle, choose Object Orientation from the Objects menu and select one of the Orientation

options or type the angle of rotation you require. To rotate an object freely on screen, choose Free Rotate from the Objects menu, and then use one of the corner handles to rotate the object.

Aligning an Object

You can align objects in relation to a grid you have set up, to ruler guides you create on the page, to each other, or to the page margins.

Grid

When you choose Grid Snap On from the Page menu, any object you create or move will snap to the nearest grid point. If you haven't created objects with Grid Snap On, or if you want only certain objects aligned to the grid, you can use the Align To Grid command. Home Publisher will move the selected objects to the nearest grid point.

Ruler guides

In Home Publisher, you can drag up to 20 ruler guides per page from the horizontal or vertical rulers. You can position these ruler guides on any page (including background pages). Ruler guides are page-specific. You can reset the zero point on the horizontal or vertical ruler to assist you in aligning objects precisely.

To create a ruler guide, position the cursor in either ruler and drag the guide to the desired location.

To display or hide ruler guides, choose Display Guides from the Page menu.

To snap objects to ruler guides or page margins, choose Magnetic Guides from the Page menu.

To lock the ruler guides, choose Lock Guides from the Page menu.

Page margins or other objects

To align objects to one another or to the page margins, choose Align Objects from the Objects menu.

Formatting an Object

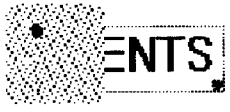
To assign a line style and pattern, or a fill pattern, choose Show Patterns & Lines from the Tools menu. To assign a shadow and a shadow pattern, choose

Shadows from the Objects menu. A shadow is composed of an off-set box and a fill pattern.

Stacking Objects

Each object you create is in a plane stacked on top of any other objects on that page. Even when not overlapping, the objects still maintain a stacking order.

You can send an object to the back, or to the front, of all other objects on the page by choosing Bring To Front or Send To Back from the Objects menu. To shuffle an object through levels in the stack, choose Shuffle Forward or Shuffle Back from the Objects menu.



To select the next object in order in the stack, choose Select Next from the Objects menu.

Special Object Attributes

You can control whether an object is visible, printable or fixed in its current position on the page with the Object Info command on the Objects menu.

Deleting an Object

You can delete an object with the Clear or Cut command on the Edit menu or with the Delete or Backspace key.

Online Help

For further details on working with text and graphic objects in general, see the following online help topics:

- ☐ Align Objects
- ☐ Object Info
- ☐ Object Information
- ☐ Objects Menu
- ☐ Patterns & Lines Palette
- ☐ Replicate
- ☐ Resizing Objects
- ☐ Rotating Objects and Text
- ☐ Working with Objects

7 Working with Text

This Chapter introduces the facilities provided by Home Publisher for working with text. It describes how to create text objects and link them to form story chains. It also teaches you how to place word-processor files in Home Publisher, and how to edit and format your text.

Creating Text Objects

You can create a text object in the following ways:

- ☐ Draw an object with the Text tool. Home Publisher displays the text cursor at the insertion point.
- ☐ Draw a rectangle with the Rectangle tool. Then when you choose the Text tool and click within the object, or select the object and choose Place Text from the File menu, or link the rectangle to another text object, Home Publisher considers the rectangle to be a text object.
- ☐ To create a series of linked text objects, draw them using the Link tool.

Online Help

For further details on text objects, consult the following help topic:

- ☐ Text Objects

Selecting Objects

You can select any object by clicking it with the Selection Arrow. To select a number of objects; press the Shift key as you click on a series of objects. Use the Select All command on the Edit menu to select all objects on the page.

You may want to create a page that contains more than one text object. A newsletter page, for example, might have three text objects, one for each column. In such cases, you may want to link these objects together, so that text flows from one object to the next.

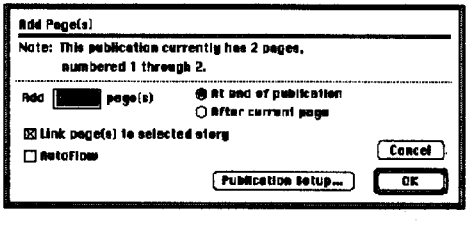
Home Publisher can link text objects in this way; a series of linked text objects is called a *story chain*. You can create a story chain automatically or manually.

- ☐ Automatically: When creating a Home Publisher publication from scratch, you can have the program create linked text objects, by selecting Create Text Objects and Linked in the Publication Setup dialog box. Home Publisher creates linked objects based on the number and size of the columns and the number of pages you specify.
- ☐ Manually: If you haven't selected Create Text Objects and Linked in the Publication Setup dialog box, you can create linked text objects with the Link tool. Select this tool and click on a series of text objects. The order in which you click them is the order in which they are linked. Alternatively, select the Link tool and drag out a series of text objects.

Adding Pages with Linked Text Objects

When you've created a publication, you may not always know how many pages you'll need to place all the text. You can increase the number of pages either manually or automatically:

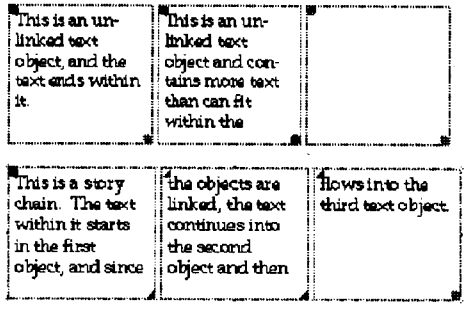
Add pages to your publication at any time by selecting Add Pages from the Page menu.



Alternatively, select AutoFlow in the Publication Setup dialog box; when Home Publisher flows your text into the story chain, it automatically adds pages containing linked text objects until all the text is placed.

Link Indicators

Home Publisher uses visual indicators in the upper-left and lower-right corners of text objects to indicate how text flows through a story chain.


This is an unlinked text object, and the text ends within it.
This is an unlinked text object and contains more text than can fit within the
This is a story chain. The text within it starts in the first object, and since
the objects are linked, the text continues into the second object and then
flows into the third text object.

This indicates the beginning or end of a story chain and implies that there is text in the object. When at the end of an object, this indicates that there is more text to flow. To flow the rest of the text, either make the object larger, or link the object to another text object.

This indicates the beginning or end of a story chain and that there is no more text to flow.

This indicates that the object is linked to another text object and that there is more text to flow.

This indicates that the object is linked to another text object and that there is no more text to flow.

Tracking Stories with the Link Navigator

As you create a publication with many story chains that span more than one page, it can be difficult to keep track of how text objects are linked.

To track an object in a story chain, select the object, choose Show Link Navigator from the Tools menu, and choose the option you require.

Story Names

You can use the Name Story command from the Options menu to identify each of the story chains in your publication. If a story has a name, the name shows up in the Link Navigator, so that you can quickly scan or select links to see which page the text continues on.

Unlinking Text Objects

You can unlink a text object from a story chain with the Unlink Tool. Home Publisher unlinks the text object from the story chain and reflows text into the remaining objects in the chain. The text object you unlink becomes a rectangle.

Online Help

For further details on linking text objects and story chains, consult the following help topics:

- ☐ AutoFlow
- ☐ Link Navigator
- ☐ Link Tool
- ☐ Story Chain
- ☐ Text tool
- ☐ Rectangle Tool
- ☐ Unlink Tool

Selecting Text

You can select all the text in a story chain by placing the text cursor in a text object in that chain and choosing Select All from the Edit menu. If you choose Select All when the Selection Arrow is highlighted, Home Publisher selects all the objects (but not the text within them) on the current page.

Entering Text

You can enter text in a Home Publisher document in the following ways:

- ☐ Type directly into any text object or into an empty rectangle
- ☐ Paste from the Clipboard into a text object using the standard Cut, Copy and Paste commands from the Edit menu or the appropriate key shortcuts
- ☐ Load a file created in a word processor into an object by choosing Place Text from the File menu.

Home Publisher reads documents in a range of word-processing formats, and preserves most text and paragraph formats. Less common formats are converted to the nearest equivalent. Styles from programs such as Mac Write 2 and Microsoft Word are converted into Home Publisher custom styles. Since you'll most likely be using Home Publisher to create or change a text document's layout, the program does not read in the number of columns, headers and footers, or hidden text.

Using Place Text from the File menu, you can place text (one text object, or a series of text objects) wherever you wish to start in an empty story chain: use the Selection Arrow.

If a text object or story chain already contains text, and you want to insert new text from a document, use Place Text to replace all the text in the story with the new text, or add the new text to the end of the existing story, or start a new story chain with the text.

When you place a document that contains graphics, Home Publisher automatically loads all the graphics into the Workbook, one on each page. See Chapter 8.

PageMaker Story Importer

Included with Home Publisher is a special text-import plug-in module called Story Importer. This module lets you import stories from PageMaker publications (version 4.2 and earlier) and place them in your Home Publisher publications.

Online Help

For further details on text objects and loading text from word-processed files, consult the following topics:

- ☐ Text Importing and Exporting
- ☐ Text Objects

Home Publisher offers a range of features for editing your text:

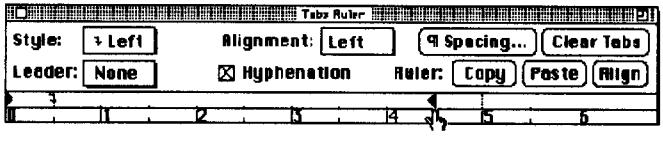
- ☐ You can copy, cut and delete text in Home Publisher using the standard Macintosh Copy, Cut, Clear and Paste commands from the Edit menu.
- ☐ You can search for a word or word string using Find or Find Again from the Edit menu. To search and replace words or custom styles, choose Find & Replace from the Edit menu.
- ☐ You can check your spelling using Check Spelling from the Options menu. Home Publisher includes a main dictionary called HPSpelling, and a User Dictionary, which you change. You can create an unlimited number of other user dictionaries.
- ☐ You can find alternative words in the online thesaurus: choose Thesaurus from the Options menu.
- ☐ You can apply hyphenation to your publication by checking Hyphenation On in the Text menu. To determine the hyphenation rules, choose Hyphenation Settings from the Text menu.

The Tabs Ruler

The Tabs Ruler enables you to set tabs and margins for paragraphs. You can also use the Tabs Ruler to copy a paragraph's format and apply it to another paragraph.

Display the Tabs Ruler by choosing Show Tabs Ruler from the Text menu. You can position the Tabs Ruler on screen, as you set tabs and indents for paragraphs throughout your publication.

Copy and Paste buttons are provided on the Tabs Ruler so that you can quickly copy to another paragraph the tabs and indents settings which you have set for a previous one.



Spacing Text

You can control the space occupied by text items within text objects in a number of ways:

- ☐ Character Spacing (Kerning): To adjust the inter-character spacing, choose Character Spacing from the Spacing submenu in the Text menu.
- ☐ Word Spacing: To add extra space between words, choose Word Spacing from the Spacing submenu in the Text menu.
- ☐ Line Spacing (Leading): To change inter-line spacing, choose Line Spacing from the Spacing submenu in the Text menu.
- ☐ Paragraph Spacing: To insert a particular amount of space at certain locations within a publication, such as between headlines and the text before and after them, choose Paragraph from the Spacing submenu in the Text menu.
- ☐ Copy Fitting: To fit the text to the space available, choose Copy Fit from the Text menu. The text is adjusted according to the values for character size, line and paragraph spacing specified with the Copy Fit Settings command from the Text menu.

Aligning Text

You can align text within the boundaries of its text object by choosing from the Left, Right, Centre, Full Justify or Forced Justify commands from the Alignment submenu in the Text menu.

Formatting Text

You can use commands such as Font, Style and Size from the Text menu to change the style of selected text items. Or you can change many of these at once by choosing Text Settings from the Text menu.

Custom Styles

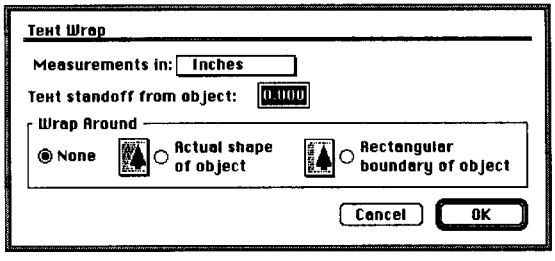
To make formatting quick and easy, Home Publisher enables you to define and save combinations of text styles, which you can use throughout the publication, or in a later publication. These are known as custom styles.

To create, edit, remove, or custom styles or to load custom styles from another publication, choose Custom Style Settings from the Text menu.

Wrapping Text Around an Object

If you're combining text and graphics in your publication, you may want to wrap text around the graphic, either for visual interest or just to make the text and graphics fit together better. You can also wrap text around text, for special effects.

To wrap text around an object; move the object so that it overlaps the text you want to wrap around it, and choose Text Wrap from the Objects menu



Posted Notes

The Posted Notes feature enables you to write notes about the publication you are working on.

You create a posted note by choosing the Posted Note tool from the Main tools palette and dragging it to the required position in the publication.

Choose Posted Notes from the Options menu to manipulate Posted Notes.

Online Help

For further details on working with text, consult the following help topics:

- ☐ Character Spacing (Kerning)
- ☐ Check Spelling
- ☐ Copy Fit

- ☐ Creating Special Characters
- ☐ Custom Styles
- ☐ Find & Replace 1
- ☐ Find & Replace 2
- ☐ Hyphenation
- ☐ Keyboard Shortcuts
- ☐ Line Spacing (Leading)
- ☐ Posted Note Tool
- ☐ Posted Notes
- ☐ Rotating Objects and Text
- ☐ Tabs Ruler
- ☐ Text Formatting
- ☐ Text Settings
- ☐ Text Wrap
- ☐ Thesaurus
- ☐ Word Spacing

8 Working with Graphics

This Chapter introduces the facilities provided by Home Publisher for working with graphics. The topics discussed include the following:

- ☐ Graphic objects
- ☐ Importing graphics from other programs
- ☐ Scaling graphics
- ☐ Cropping graphics
- ☐ The Home Publisher Workbook
- ☐ Spot colour
- ☐ Greyscale image controls

Graphic Objects

Creating Graphic Objects

In Home Publisher, there are five drawing tools, located on the bottom row of the Main Tools palette:

☐ The Perpendicular Line tool draws vertical or horizontal lines

☐ The Line tool draws lines at any angle

☐ The Rectangle tool draws rectangles

☐ The Rounded rectangle tool draws rectangles with rounded corners

☐ The Oval tool draws ovals

To draw a graphic:

1 Choose Show Main Tools from the Tools menu.

2 Choose the tool for the shape you want to draw.

3 Drag to draw the graphic.

To draw squares using the rectangle tool, or circles using the oval tool, press the Shift key while you draw the object. To draw lines at 45°, press Shift while using the line tool.

Importing Graphics from Other Programs

If you want to create more sophisticated, bitmapped graphics or object-oriented graphics, use SuperPaint or another paint or draw program. Home Publisher can place graphics in the standard formats used by most (but not all) Macintosh graphics programs. You can also place the following types of graphics into a publication:

- ☐ Images you have copied to the Clipboard
- ☐ MacPaint, TIFF, PICT, EPS, and Thunder Scan images in black-and-white, greyscale or colour
- ☐ Graphic charts and graphs from spreadsheet programs
- ☐ Scanned images that you have edited in programs such as Digital Darkroom or SuperPaint
- ☐ QuickTime movies, which can be viewed, navigated and placed into a graphic using the Movie Navigator

For a greyscale image such as a photograph, Home Publisher offers brightness and contrast adjustments on individual images. The program also has the ability to redraw the greyscale value map and offers Standard Halftone and Advanced Halftone options.

Placing a Graphic

1 Turn to the page on which you want to place the graphic.

2 Select or draw an object to contain the graphic.

3 Choose Place Graphic from the File menu.

Pasting a Graphic

Using standard Macintosh Cut, Copy, and Paste commands, you can transfer any information such as rows and columns of a spreadsheet, or a chart into your Home Publisher publication as a graphic.

Scaling Graphics

A graphic can be placed in your publication in full size (as created in the original application) or scaled, or cropped, to the dimensions of any object. When you place a graphic, Home Publisher gives you the opportunity to scale as you import it. But you can resize and scale any graphic at any time:

- ☐ Manually by dragging the object's handles
- ☐ To a precise size with Object Info from the Objects menu
- ☐ In a specific way with Graphic Scaling from the Objects menu

There are two factors to keep in mind when you scale a graphic:

- ☐ Proportion
- ☐ Printer Resolution

To Maintain a Graphic's Proportions

As the graphic object is resized, the proportions of the image may change, distorting the appearance. To avoid this, press Shift as you drag a handle.

Scaling a Graphic for Best Printing

To prevent the distortion of bitmapped graphics during rescaling and to ensure that the graphic is scaled to the optimum size for printing, press the Option key as you drag a handle. As you do this, the graphic 'jumps' to the sizes that will produce the best printout. As a result, you may not be able to size the graphic to the exact dimensions you want, but you will get the best printed image.

You can use both the Shift and Option keys together to maintain the proportions and to ensure best printing.

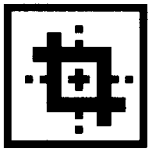
Matching Sizes

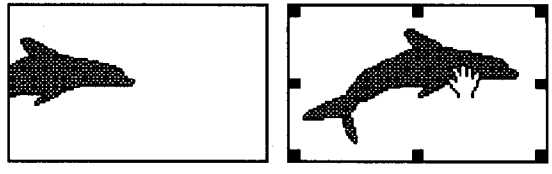
To make a number of graphic objects equal in size, there are a number of options: resize them by hand, use Object Info from the Objects menu, or use the Equals tool from the Main Tools palette.

Cropping Graphics

If you want to use only part of an image, you *crop* it. Cropping cuts out one or more sides of the image, and enables you to emphasize an important part of the image or to eliminate unnecessary background details. Cropping does not alter the size and scale of an image. (This is how it differs from scaling.)

To crop a graphic, or move an image within a cropped frame, select the Croppping tool from the Main Tools palette and click the graphic object.





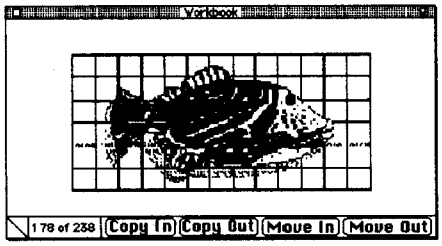
The Home Publisher Workbook

The Home Publisher Workbook works much like the Macintosh Scrapbook.

- ☐ You can move objects from the main publication window into the Workbook with Move to Workbook from the Edit menu.
- ☐ You can copy the object into the Workbook by pressing the Option key: Move to Workbook changes to Copy to Workbook.

You can also use buttons on the Workbook palette to copy and move objects in and out of the Workbook.

Unlike the Scrapbook, however, the Workbook stays with your publication. When you close a publication with items in the Workbook, Home Publisher saves the Workbook along with the publication.



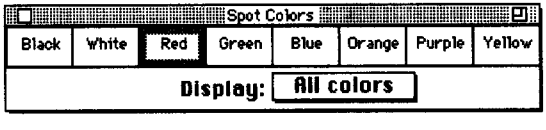
When you place a story that contains graphics, Home Publisher automatically loads all the graphics into the Workbook (one on each page). These are then ready for you to add anywhere in your publication.

To display, hide or shrink the Workbook, choose Show Workbook from the Tools menu.

Spot Colour

Home Publisher supports full-colour graphics. If you are using a colour Macintosh with an expanded video card, Home Publisher will display 256 colours or shades of grey. If you have a 32-bit QuickDraw and a 24-bit video card, you can display millions of colours. You can place full-colour graphics created in other applications and display them with all their colours in Home Publisher.

Home Publisher also offers the use of spot-colour and user-defined colour palettes from both colour and black-and-white systems. This means that you can assign spot colours from a palette of eight colours to any object, to text borders and background, and even to individual text characters within a publication. This palette of eight spot colours can be customized (if you have a colour system) and defined from a range of colours. Assigning these colours to any object is simple: select the object, then select the colour.



Spot Colours on Black-and-White Systems

Objects assigned colours on a black-and-white Macintosh are shown in black and white, but Home Publisher keeps track of which colour is assigned to which object and prints these objects correctly.

Spot Colouring Placed Graphics

If a graphic was created in a graphics program (like Aldus SuperPaint), and then placed in a Home Publisher publication, the graphic becomes a graphic object with a frame and fill area.

When you assign a colour to a placed graphic, the line and fill patterns (if not set to white or None) display the colour; the original graphic image retains the display colour in which it was created.

To assign spot colours:

1 Select one or more objects.

2 Choose Show Spot Colours from the Tools menu.

3 Click any one of the eight colours to assign that colour to the selected object(s).

You can see the colour name of an object by selecting it and then choosing Object Info from the Objects menu.

If you do not assign a colour to an object, it is assigned black by default.

Setting Colours on the Palette

On a colour monitor, the colours on the default colour palette are only eight of the 16.8 million colours that are available on the Apple colour wheel (the 'picker'). You may want to use colours other than these eight. To do so:

1 Choose Colour Settings from the Options menu.

2 Click the colour you want to replace.

3 Click the Set Colour button; the Apple colour wheel dialog box appears.

4 Click any where on the colour wheel to select another colour.

To reset a colour:

1 Choose Colour Settings from the Options menu.

2 Click the colour in the colour row that you want to restore to its original colour.

3 Click the Reset button.

To restore all the colours at once, click the Reset All button.

To rename a colour:

1 Choose Colour Settings from the Options menu.

2 Type the name of the colour in the Colour Name box.

Loading Colour Palettes

If you want to use the colour palette created for one publication in another publication, proceed as follows:

1 Choose Colour Settings from the Options menu.

2 Click the Load Colours button.

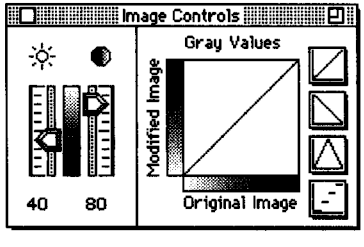
3 Select the publication that contains the palette you want to use.

4 Select File Preview to make sure you selected the correct palette.

Greyscale Image Controls

When a 4-bit or 8-bit TIFF graphic is placed, each pixel has a grey value associated with it, ranging from 1 (white) to 256 (black). With Home Publisher, you can make changes to the greyscale values – this allows you to enhance a scanned image.

To make these changes, Home Publisher uses brightness and contrast settings and a Grey Values map on an Image Controls palette.



While the effects of these changes appear quite limited on screen, their effect on the printed image is much finer.

Regular PICT greyscale graphics cannot be manipulated in this way, but Digital Darkroom PICT greyscale graphics can.

Both PICT and TIFF greyscale graphics can be given halftone properties with the Halftone Settings dialog box.

Using the Image Controls Palette

To change the greyscale values of an image:

1 Select the TIFF graphic object in your publication.

2 Choose Show Image Controls from the Tools menu. The image Controls palette appears.

3 Drag the slider on the left to increase or decrease the brightness of the selected image. (Up is brighter; down is darker.) Press the Shift key while dragging the slider to constrain the movements to increments of 10.

4 Drag the slider on the right to increase or decrease the contrast of the selected image. (Up increases the contrast; down decreases the contrast.)

The sliders adjust the grey values evenly over the entire image. If you do not want to adjust the grey values in this way, use the Grey Values map, as follows:

1 Place the cursor in the Grey Values map area. The cursor changes to a pencil.

2 Drag the pencil within this area to draw a new grey-value curve. As you change this graph of the grey values, you are adjusting the grey values for your image. Press the Shift key as you drag the pencil to constrain the movement to the horizontal. Press Option-Shift as you drag the pencil to constrain the movement to 30°.

To simplify the adjustment of the grey values in your image, Home Publisher has provided four buttons that you can choose to automatically change the greyscale map of your selected image instead of editing it yourself.

☐ Normal: returns the grey values to the original settings

☐ Invert: reverses the grey values, with highlights made dark and shadows made light

☐ Special Effect: darkens the grey values in the white to mid-grey range; and lightens the grey values in the mid-grey to black range

- ☐ Posterize: reduces the greys to just four shades of grey. (Fine details of shading disappear after posterization, since the number of grey shades (or steps) between black and white are reduced.)

As you change the grey values, Home Publisher applies them to the graphic object interactively, so you can see the effects. To reset the image to its original appearance, set the brightness and contrast sliders to 50% and click the Normal button.

To fully appreciate the power of these controls, you should experiment with various settings, and print out different versions of the same image.

Online Help

For further details, refer to the following online help topics:

- ☐ Colour Settings
- ☐ Cropping Tools
- ☐ Equals Tools
- ☐ Graphic Scaling
- ☐ Graphics Import & Export
- ☐ Image Controls Palette
- ☐ Movie Navigator
- ☐ Resizing Objects
- ☐ Rotating Objects & Text
- ☐ Spot Colours Palette
- ☐ Workbook

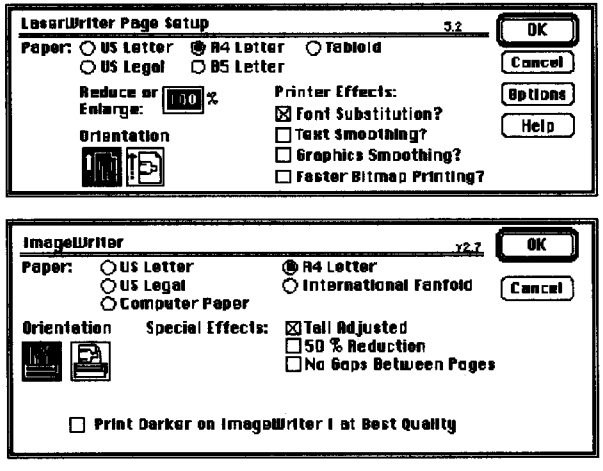
9 Printing

This chapter will help you understand how to print your publication on commonly available printers like the Apple LaserWriter and ImageWriter, in addition to most other laser printers and imagesetters.

Printer Settings: Page Setup

To control paper size, page orienation and specific printer options, choose Page Setup from the File menu. You can either change the options or accept the default settings.

The contents of the Page Setup dialog box vary, depending on which printer you've chosen in the Chooser.



Changing Print Options

Print Options enable you to control which pages of your publication will print, the order of printing, the printing of special trim and registration marks, and the printing of spot-colour separations.

To change print options, choose Print Options from the File menu, and select the options that meet your current printing needs.

Printing a Publication: The Print Command

The actual process of sending your publication to a printer takes place when you choose Print from the File menu, or Print from the Print Options dialog box.

To print a publication, choose Print from the File menu. The Print dialog box that appears varies depending on your printer, but it will always allow you to set the number of copies you want, the range of pages to print, and how the paper will enter the printer.

Spot Colour Separations

If you've assigned two or more colours to objects or text characters in your publication and want your publication duplicated in colour by a commercial printer, you may want to print spot-colour separations.

Once you've selected Print Spot Colour Separations from the Print Options dialog box, you can also choose three additional options:

- ☐ With colour names: as each spot colour separation is printed, the colour name is printed in the top centre of the paper, just outside the layout page area.
- ☐ With registration marks: an alignment pattern is printed, to enable the printer to position the separations accurately.
- ☐ Cut-outs: determines how different coloured, overlapping objects are printed. Click Print to print them; otherwise click Don't Print.

Talk to your printers to find out their preferred way of getting the original document from you.

Halftones

Halftones provide a way to print different shades of grey without using different colours of ink. A halftone print is composed of black dots of different sizes, which the eye perceives as shades of grey.

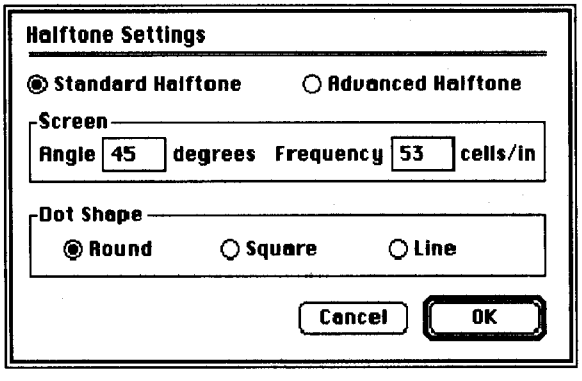
Digital Halftoning

When you display a greyscale image on a colour or greyscale monitor (in 256 colour mode), the smallest picture elements you can see (pixels) are actually different shades of grey. But your black-and-white printing device has only one colour ink. The solution is digital halftoning. Home Publisher offers two halftoning options:

- ☐ Standard digital halftoning
- ☐ Advanced digital halftoning

Halftone Settings

When you're printing greyscale images to a black-and-white printer you'll want to control the quality of the graphic printout. The Halftone Settings dialog box (choose Halftone Settings from the Objects menu) gives you control over exactly how the graphic is to print on a specific printer and enables you to create special graphic effects.



The Standard Halftone option can be used only with PostScript printers. Advanced Halftoning can be used with any printer. Standard Halftoning gives less detail than Advanced Halftone, but may take less time to print.

Standard Halftones

If you use the Standard Halftone option, you will need to know something about the settings for:

- ☐ Screen angle: a halftone screen is made up of cells arranged in a grid. The grid can be applied to the image at any angle counterclockwise from the horizontal: this is the *screen angle.*

- ☐ Screen frequency: the number of cells per inch.
- ☐ Dot shape: the most common types are Round, Square and Line.

To change the standard Halftone Settings:

1. Select the graphic object (any TIFF image).
2. Choose Halftone Settings from the Objects menu.
3. Click the Standard Halftone button.
4. In the Angle box, type the angle you want for the screen.
5. Double-click in the Frequency box to select its contents.
6. Type the number of cells per inch you want to set for the screen. (The screen frequency should be set according to the screen angle and the type of printer you are using.)
7. Click either the Round, Line, or Square button to set the shape of the dots. (The Default setting is Round for all laser printers.)
8. Click OK or press Return to return to your publication.

Precision Bitmap Alignment should be turned off in the Laser Writer Options (available from the Page Setup dialog box) when printing to a LaserWriter 2G, or LaserWriter 2F.

Advanced Halftones

Advanced Halftone printing supports both PostScript and non-PostScript devices and provides a tonal range and detail previously unavailable. With Advanced halftoning, you don't have to worry about screen angles, frequency or dot shapes.

To change Advanced Halftone settings:

1. Select the graphic object (any TIFF image).
2. Choose Halftone Settings from the Objects menu.
3. Click the Advanced Halftone button.
4. Click one of the buttons under Focus to set the degree of sharpness. (The Default setting is Normal.)
5. Click one of the buttons under Exposure to compensate for the differences in laser printers. (The Default setting is Normal.)

6 Click OK or press Return to return to your publication.

Online Help

For further details, refer to the following online help topics:

- ☐ File Menu
- ☐ Halftone Settings
- ☐ Print Options
- ☐ Publication Setup
- ☐ Spot Colours Palette

10 AutoCreate Templates

An AutoCreate template is a Home Publisher publication that uses a pre-designed page layout and style. You can use these as the basis for your own documents; they enable you to create well-designed documents quickly and easily.

Using the AutoCreate Templates

To use the AutoCreate templates, you can prepare your text and graphic files in advance, using your word processor and graphics package, then place them into the template at selected locations. The catalogue of templates later in this chapter describes the design features of each AutoCreate template, and tells you what you need to use it.

Getting Help in AutoCreate

In addition to the standard Home Publisher Help features, you can click the Help button after you create a publication, or from any of the template-design boxes. The Help window displays information that is specific to that template and the design stage.

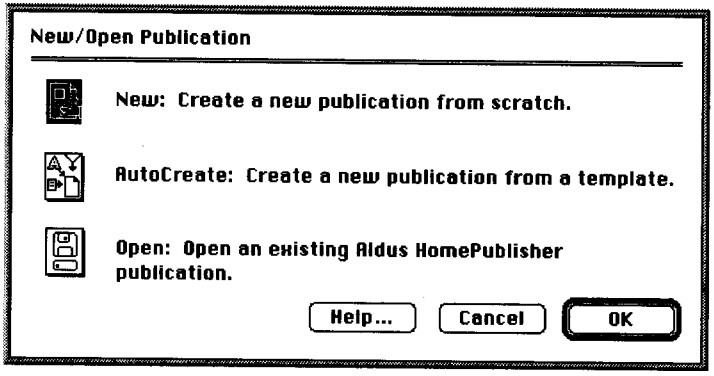
Using AutoCreate

All new publications are created from the New/Open Publication dialog box using either the AutoCreate or the New option.

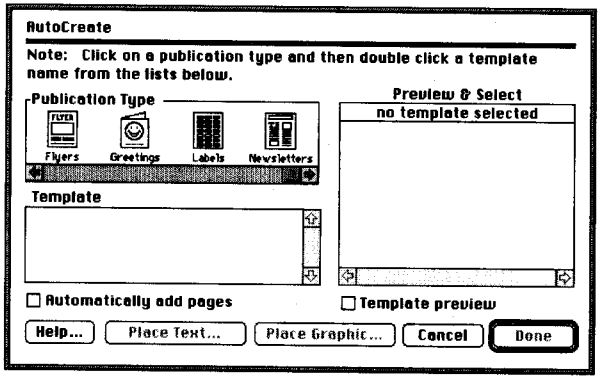
1 If Home Publisher is open, select New from the File menu.

2 If Home Publisher isn't open, double-click the Home Publisher application icon. The New/Open Publication dialog box appears.

Select AutoCreate.



3 Select a Publication Type from the Main AutoCreate dialog box by clicking one of the icons. The list of available AutoCreate templates of that type appears in the template area.



4 Select one of the templates from the list by double-clicking its name. Depending on the template you select, AutoCreate may present a series of template-specific dialog boxes.

5 Click Next to continue working through the design-option dialog boxes for the template.

6 Click Done after making all your selections.

Placing Text

When the main AutoCreate dialog box appears, a graphic representation of the template is shown in the Preview and Select area. All text objects in the template are initially shown as empty boxes; to see the sample text used in the template, select Template Preview.

To place text in a template:

1 Select a story chain in the Preview & Select area by clicking one of the text objects. The Place Text button becomes active.

2 Click Place Text or double-click a text object in the Preview & Select area.

3 Select the text document you want to place in your publication from the Place Text dialog box.

4 Click Open or press Return.

5 If required, select Automatically Add Pages from the Main AutoCreate dialog box.

Repeat these steps until you have placed all your stories in the publication.

Placing Graphics

In the AutoCreate dialog box, all graphic objects in the template are initially indicated in the Preview & Select area as boxes with an 'X'; to see the sample graphics used in the template, select Template Preview.

To place graphics in a template:

1 Make sure that Template Preview is not selected.

2 Click a graphic object in the Preview & Select area. When you select a graphic object, the Place Graphic button becomes active.

3 Click the Place Graphic button (or double-click the graphic object in Preview & Select).

4 Select the graphic you want from the list displayed in the Place Graphic dialog box.

5 Drag the selection frame across the graphic to select the part of the image you want to place.

6 To scale the graphic, click the Scaling button. The Graphic Scaling dialog box appears. Click one of the Graphic Object Scaling options and click OK or press Return to exit the Graphic Scaling dialog box.

7 To place the graphic into the template, click Open or press Return.

Repeat these steps until you have placed all your graphics in the publication.

Assembling the Publication

Once you have chosen and placed all your text and graphics, use Home Publisher to finalize your new publication. During this phase, AutoCreate completes the design and assembly of your publication. It may ask for design information it needs to do this.

1 Click Done or press Return in the AutoCreate dialog box. AutoCreate displays a message indicating that it is currently placing text and graphics. Depending on the template and the document you placed, AutoCreate may display a series of dialog boxes requesting the information it needs to finalize the design of your publication

2 Click Next to continue working through the dialog boxes.

3 Click Done after making all your selections.

Saving the Publication

To save your publication, choose Save from the File menu.

Adding Templates to the Template List

You can create your own AutoCreate templates and save them for subsequent use. New AutoCreate templates can be based either on publications you have created from scratch, or on publications that are based on other AutoCreate templates.

Details of how to add a template to the AutoCreate list, and of how to save a publication as an AutoCreate template are in online Help.

You can organize your templates into the Publication Type folders that come with Home Publisher, or you can create your own Publication Types. Again, online Help will tell you how.

Altering or Personalizing Templates

Even though the AutoCreate templates provided with Home Publisher are designed by professionals to cater for a wide variety of needs, you may want to alter a template to better match your own requirements. It is relatively easy to add special design touches (like your logo, for example) to a template or even to change the layout of one or all of the template pages. Details of how to do this are in online Help.

The Templates

The general designs are shown on the following pages. There are several styles of each template available. That is, you could choose one of a number of different newsletter template styles, letter styles, etc. Each template style is illustrated and described in this section.

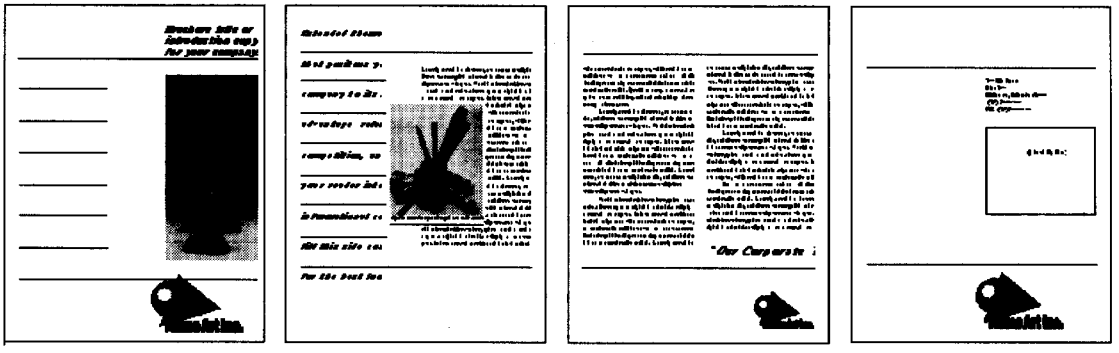
- ☐ Brochures
- ☐ Flyers
- ☐ Business ID
- ☐ Greetings
- ☐ Calendars
- ☐ Labels
- ☐ Certificates
- ☐ Newsletters

Brochures

When you select the template for brochures, AutoCreate presents a series of dialog boxes with options for the look and style of your brochure. Based on the choices you make, you can create a number of brochure designs, as shown here.

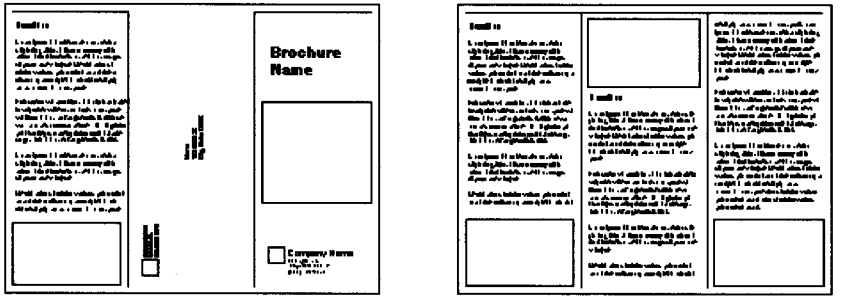
Modern 4-page brochure

This style is an 8.5 x 11 in. page incorporating minimal graphics, with room for the corporate tag, logo, and address, and a map on the back.



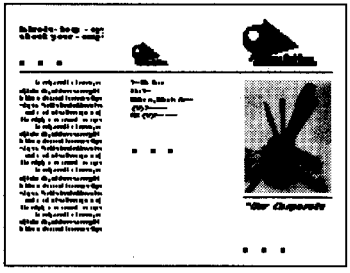
Traditional 6-panel, two-fold brochure

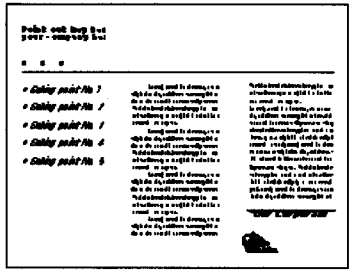
This is another simple 8.5 x 11 in. page brochure, which includes simple graphics and minimal text.



Modern 6-panel, two-fold brochure

This is a more complex 8.5 x 11 in. page brochure; it may include graphics and short points on the outer panels and detailed, descriptive paragraphs inside.





Business ID

Business forms with shared visual elements provide a consistent appearance, helping to establish and maintain a business identity.When you select the AutoCreate template for business forms, AutoCreate presents a series of dialog boxes with options for the look and style of your forms. Based on the choices you make, you can create letterhead, invoices, fax or memo cover sheets, business cards and envelopes in a variety of designs.

Traditional, with logo

This is a standard business ID design, with the company logo and information placed flush left.

Modern, with logo

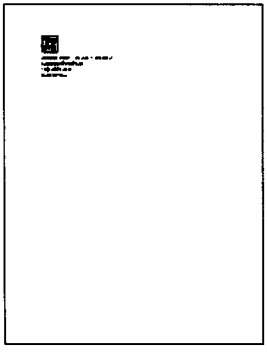
This is a more contemporary business ID design, with the company logo on the left and information placed flush right.

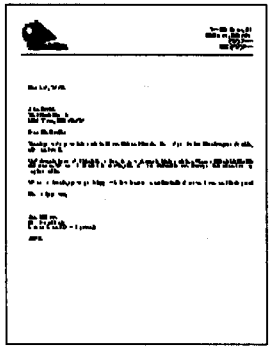
Elegant, no logo

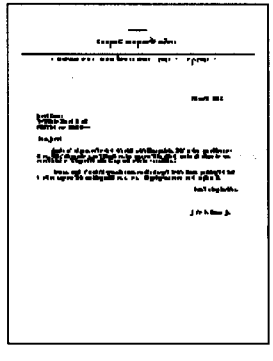
This style uses only a single typeface.

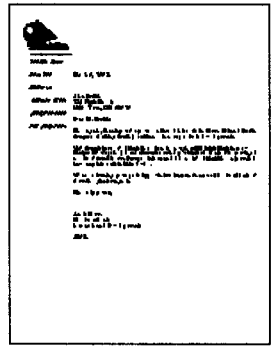
New Wave, with logo

This style is a variation on the Traditional with logo style. It stacks the company logo and information in the top left corner.



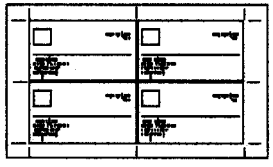


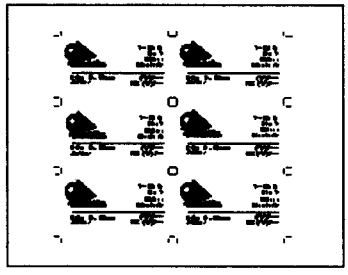




Business Cards

This template is for a standard 2 x 3.5 in. business card, using one graphic file. For a more professional look, you might have the master printed on the card stock of your choice. You might also consider embossing the type or the logo.



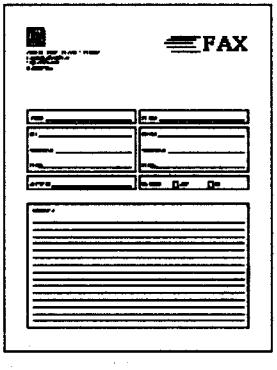


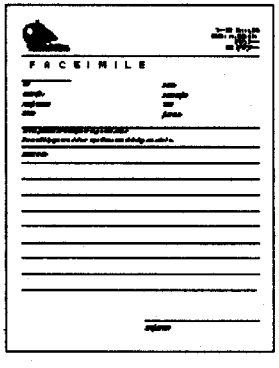
Envelopes

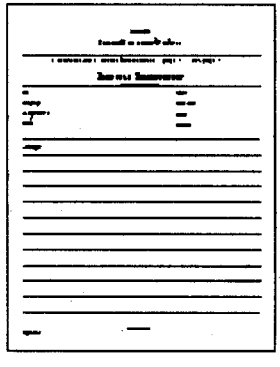
This template is for a standard business envelope.

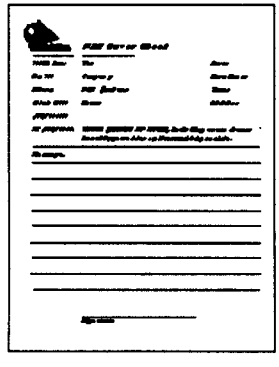
Facsimile Forms

This template can be customized for each message, or printed blank for photocopying. It is an 8.5 x 11 in. portrait page with one text file and one graphic file.



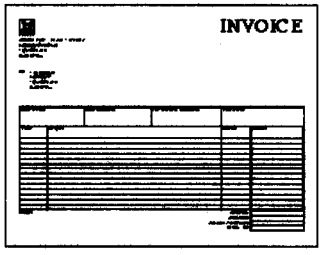


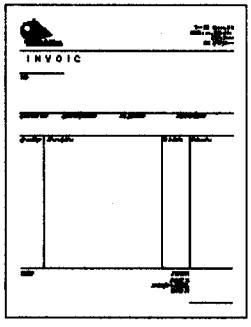


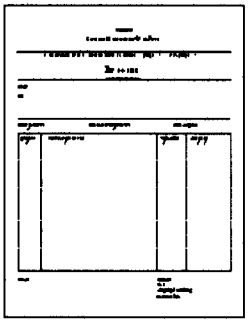


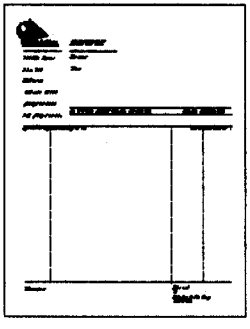
Invoices

This template can be customized for each billing, or printed blank for photocopying.



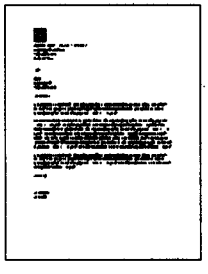


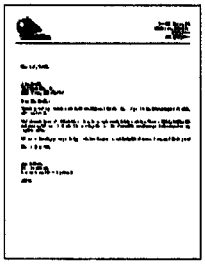


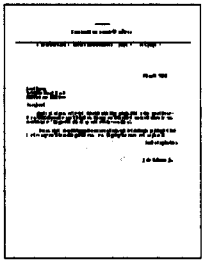


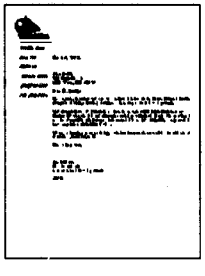
Letters

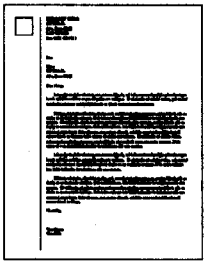
This is a business letter template (8.5 x 11 inch). The graphic placeholder is approximately 0.5 x 0.5 in. and the text is 10-point type.

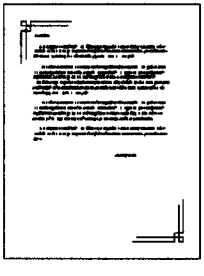






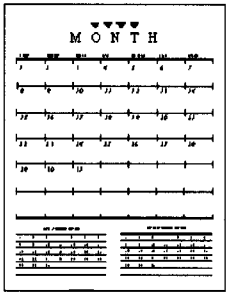






Memos

This is a memo template (8.5 x 11 inch), which uses one graphic file. The text is 10-point type.



Calendars

This template can create a calendar for any month and any year. When you select the calendars template, AutoCreate presents a series of dialog boxes with options for the look and style of your calendar. Based on the choices you make, you can create a variety of calendar designs, as shown here:

Contemporary, portrait

This portrait calendar uses traditional fonts, but has subtle graphic features.

Traditional, landscape

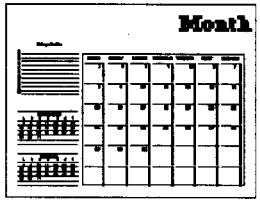
This calendar has a simple layout and no graphics.

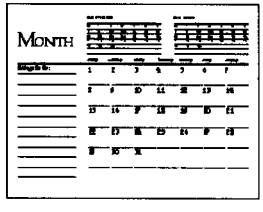
Contemporary, landscape

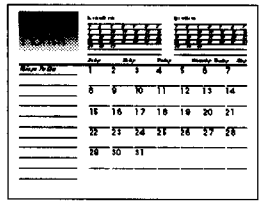
This calendar is landscape orientation and uses contemporary office typeface and layout.

Modern, landscape

This is a variation on the traditional style, with graphic shaded month text and simple font.

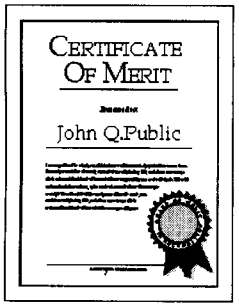






Certificates

This template is for a 11 x 8.5 in. certificate, composed of linked text objects and one graphics object.When you select the template for certificates, AutoCreate presents a series of dialog boxes with options for the look and style of your certificate. Based on the choices you make, you can create one of several certificate designs:



Contemporary, Portrait

This a semi-traditional portrait certificate style.

Traditional, landscape

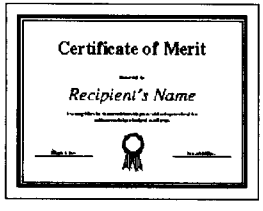
This is a traditional landscape certificate style.

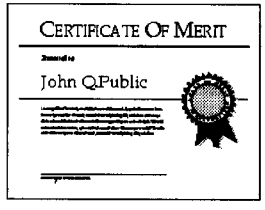
Contemporary, landscape

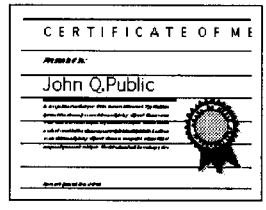
This landscape certificate is less formal.

Modern, landscape

This is a variation on the classic landscape certificate style.

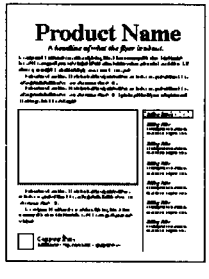


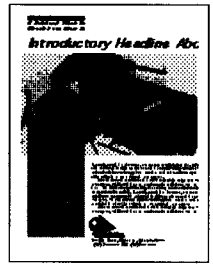




Flyers

When you select the AutoCreate template for product flyers, AutoCreate presents a series of dialog boxes with options for the look and style of your flyer. Based on the choices you make, you can create one of several product flyer designs:





Traditional

This flyer has a traditional header, product picture, and short selling points.

Contemporary

This style incorporates the basic components for a product flyer – advertising header, product picture, and advertising copy.

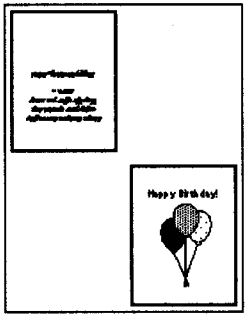
New Wave

This is a variation on the contemporary flyer style, including more graphics and a subhead to modify the text in the header.

Modern

This is ideal for a complex product; you can include more graphics and highlight product selling points using the bulleted list.

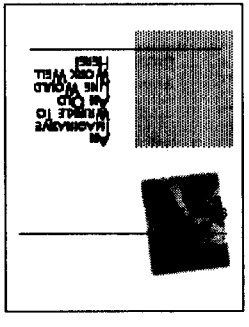
Greetings



This template is designed for a two-fold 4.25 x 5.5 in. greeting card. Try printing your card on heavy, colored paper stock, then fold in quarters. As an alternative to placing a text document to replace the sample sentiments, you can type new text directly into the Greetings template design dialog box. When you select the template for greeting cards, AutoCreate presents a series of dialog boxes with options for the look and style of your greeting card. Based on the choices you make, you can create one of several greeting card designs:

Traditional

This is a basic greeting card layout, with standard typography.



New Wave

This card style has simple, textured art on the outside and bold and expressive typography inside.

Contemporary

This card style has geometric art on the outside and friendly typography inside.

Fun

This card style has a simple artistic graphic accent on the outside and modern typography inside.

Labels

When you select the template for labels, AutoCreate presents a series of dialog boxes with options for the look and style of your label. Based on the choices you make, you can create a number of label designs. As an alternative to placing a text document to replace the label text, you can type new text directly into the Labels template design dialog box.

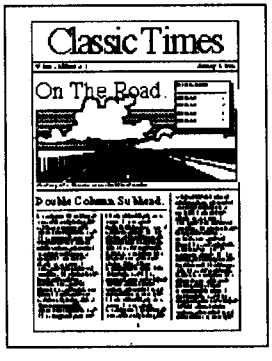
The four label templates provided correspond to standard label sizes: 2.625" x 1", 4" x 1", 4" x 1.33", and 4" x 2"

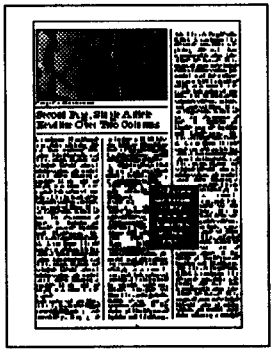
Newsletters

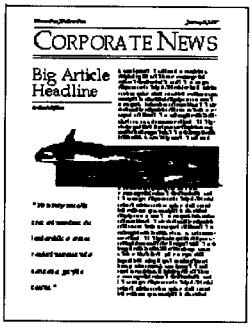
When you select the template for newsletters, AutoCreate presents a series of dialog boxes with options for the look and style of your newsletter. Based on the choices you make, you can create newsletters with the following standard features: cover story, second page story, and two-page spread, in several designs:

Classic Times

This style provides for a varied number of stories, with justified text and limited graphics.

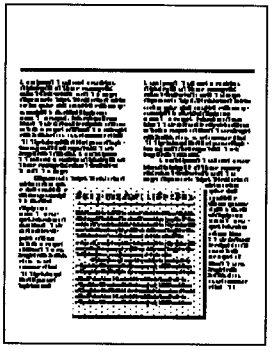


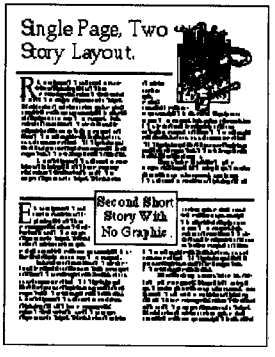


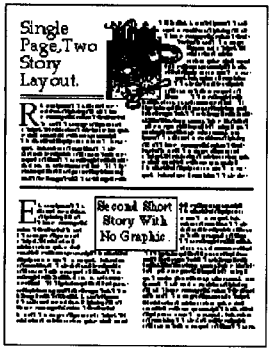


Corporate News

This style has a single-subject cover, 2-column text, and limited graphics.

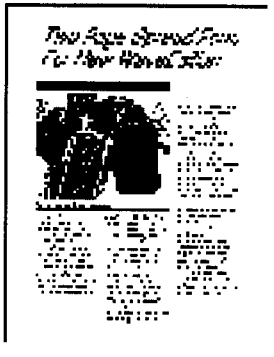


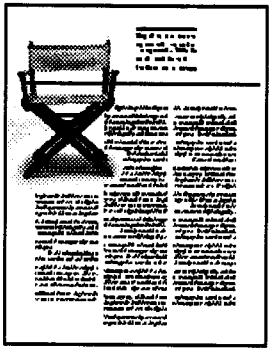


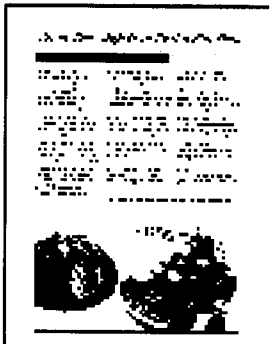


NewWave

This style uses a 3-column layout, light text, and large graphics.







Online Help

For further details, refer to the following online help topics:

- ☐ AutoCreate: Accessing it
- ☐ AutoCreate: Using it
- ☐ Autocreate: Creating a template
- ☐ Home Publisher Pouch

Appendix: Scanning, Video Capture, Importing Graphics

Plug-in technology enables you to add specialized capabilities to our programs. Plug-in modules can be programmed either by individual users or by third-party software and hardware developers.

In Home Publisher, there are two types of plug-in-modules:

- ☐ Image Acquisition: These plug-in modules are drivers for image acquisition. They let you control scanner and video-capture (frame grabber) devices from within Home Publisher.
- ☐ File Import: These plug-in modules add additional graphic formats to the list that Home Publisher recognizes.

Listing Plug-In Modules

To see the list of plug-ins located in the pouch:

1 Choose About Home Publisher from the Apple menu.

2 Click the Plug-Ins button.

3 Click Done to close the About dialog box and to return to your publication.

Using Acquisition Plug-Ins

Acquisition plug-ins are drivers accessed from the Place Graphic dialog box. They let you use an image capture device, such as a scanner or video input (frame grabber) device, to get and place a graphic into your publication, without having to quit Home Publisher.

To use an image-acquisition plug-in module:

1 Make sure you have the device properly connected to the Macintosh and turned on.

2 Choose Place Graphic in the File menu.

3 Use the Plug-Ins pop-up to choose a plug-in.

4 Click the Access Plug-In button. (Home Publisher automatically starts the plug-in module that operates the image capture device.)

5 Use the controls in the specific image-acquisition plug-in to capture, size and otherwise change the graphic.

6 Close the image acquisition dialog box.

Working with Scanners

Home Publisher lets you place scanned black-and-white, greyscale, or colour graphics into your publications. With Home Publisher you can also capture graphics directly from a scanner or video digitizer device.

Scanning Black-and-White Graphics

When scanning black-and-white graphics or line art, scan in black and white or line art mode at the same resolution as that of your intended printer.

The scanned graphic should be saved in TIFF (1 bit) or line art format. To edit the image, use a program such as SuperPaint 2.0 or Digital Darkroom, then export the edited graphic as a TIFF (1 bit) file. Place the graphic into your Home Publisher publication using the Place Graphic command in the File menu.

Scanning Greyscale Graphics

When scanning greyscale graphics, such as black-and-white photographs, scan in greyscale (not halftone) mode. The resolution at which you should scan depends primarily on the resolution of your printer.

Your scanned greyscale graphics should be saved in TIFF grey (4- or 8-bit) format. To edit the image, use a greyscale editing program such as Digital

Darkroom, then save the file as TIFF grey. Place the graphic in your Home Publisher publication using the Place Graphic command in the File menu.

Scanning Colour Graphics

Scan colour graphics using the colour mode option in your scanner's software. Again, the scanning resolution depends primarily on the resolution of your printer.

Your scanned colour graphics should be saved in TIFF (8-bit) format. If you are using a 24-bit scanner, you should save the 24-bit scanned colour graphics in PICT format.

Online Help

For further details, refer to the following online help topic:

- ☐ Graphics Import & Export

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